



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Systems Accountant III
Posting Number	PN# 107050
Department	Houston Airport System
Division	Finance
Section	Systems Accounting
Reporting Location	16930 JFK Blvd. *
Workdays & Hours	Varied, normally M-F *

\*Subject to change

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Serves as project liaison and technical management support to various departmental personnel; and supervises, coordinates and schedules the personnel resources to accomplish tasks. Serve as team member in the implementation of new city-wide ERP system. With minimal supervision, manage the technical aspects of Prop Works, File Net imaging and workflow system, and other accounting specific systems. Assist with LAN administration functions and may install, troubleshoot, and maintain computer hardware/software for the accounting related functions. Act as liaison between Finance Division and departmental IT and between HAS and other city departments on financial accounting system matters. Oversee maintenance of updated procedural documentation on all departmental financial systems. Special projects as assigned, including backing up other division personnel as needed.

### WORKING CONDITIONS

Performing these duties will involve: the ability to lift, pull or push physical objects up to twenty (20) pounds; walk, stand or sit for extended periods; use computer terminals for extended periods; visually observe and differentiate details and colors; operate city vehicles; attend to details amid distractions; analyze abstract information; adjust to interruptions and changes; and deal with people in tense situations. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be willing to work significant overtime if required during ERP or other major system implementation. Must be able to obtain and maintain security clearances.

### MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Accounting, Business Administration, Management Information Systems or a related field.

### MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of accounting experience, at least three (3) of which must be related to supervising the development of financial systems, are required.

### MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

### PREFERENCES

Candidate should possess the following skills: Proficient in the use of Microsoft Office, strong written and communication skills, and strong knowledge of financial accounting systems, including preference for knowledge of governmental accounting, strong financial report creation skills, and strong project management skills.. Prefer experience designing and supporting financial accounting databases utilizing SQL Server or Oracle, programming knowledge of HTML and Visual Basic and their use in placing financial reports for public access. Knowledge of FileNet E-Process and E-Content and SAP financial accounting systems desired.

### SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

### SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 27  
\$ 2,337.00 – \$2,667.00 Biweekly \$ 60,762.00 - \$69,342.00 Annually

### OPENING DATE

OCTOBER 12, 2005

### CLOSING DATE

OPEN UNTIL FILLED

### APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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